



# Training Opportunity

<b>Course Title:</b>	<b><i>Leaders at All Levels with Laree Kiely, Ph.D.</i></b>
<b>Date(s)/Time:</b>	April 2, 2004, 12:00 – 2:00 pm ET / 11:00 – 1:00 pm CT
<b>Location:</b>	Live via satellite at your location or webcast at your desktop
<b>Tuition:</b>	\$1500 for single site license, unlimited participants, & taping rights or \$100 per person by satellite or webcast
<b>Vendor:</b>	Targeted Learning Corporation (formerly Federal Training Network) 321 Bayview St., Yarmouth, ME 04096
<b>Course Manager:</b>	Linda Burnette, Commercial 256.842.6533 / DSN 788.6533, <a href="mailto:linda.p.burnette@us.army.mil">linda.p.burnette@us.army.mil</a>
<b>Cancellation Policy</b>	Registrations & cancellations must be made directly with the course manager on or before March 24, 2004. Registering or cancelling via an alternative system/process does not satisfy this requirement.

## Who Should Attend:

Leaders who are ready to begin influencing positive environmental changes in the workplace.

## Course Description:

Learn to be READY to think, decide, & act upon any situation that might occur in order to benefit & protect your organization. Understand what organizational readiness is, & how to become a "ready" leader. Examine the effect readiness has on efficiency & effectiveness. Understand the aspects of readiness: Thinking, deciding, & acting. Know the necessity for effective influence & dialogue. Assess your level of readiness & develop a plan for improvement. Take away practical tools to enhance your RQ (readiness quotient). This course targets the competencies of (1) Adaptive Leadership, (2) Effective Communication, & (3) Influencing. 0.1 CEU credits available.

## Registration Information:

**Registration Deadline: March 24, 2004**

- Those interested should contact their local training coordinator to determine if their site is participating in this program, then follow local training approval procedures.
- A completed payment authorization sheet must be provided to the course manager by the registration deadline for each installation choosing to purchase a site license or for individuals choosing to participate. The sheet is available at:

<http://cpolrhp.belvoir.army.mil/scr/hrdd/courses/paymentauth.htm>

## Additional Information:

- Individuals requiring special accommodations must notify the course manager at the time of registration.
- Participants are required to complete a course roster & program evaluation.
- Participants are excused from portions of ANY training program that they feel conflicts with their religious beliefs or creates high levels of emotional response or psychological stress.